

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**POSITION VACANCY ANNOUNCEMENT**

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**CHILD AND FAMILY SERVICES AGENCY**  
**HUMAN RESOURCES ADMINISTRATION**

**ANNOUNCEMENT NO:** CFSA-08-P100

**POSITION:** PROGRAM ANALYST  
DS-343-13

**OPENING DATE:** 9/25/08

**CLOSING DATE:** OPEN UNTILL FILLED

**IF "OPEN UNTIL FILLED"**

**10/03/08**

**SALARY RANGE:** DS-13 \$72,010 - \$92,782 PA

**WORK SITE:** WASHINGTON, D.C.

**TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.  
Monday – Friday

**PROMOTION POTENTIAL:** DS-13

**AREA OF CONSIDERATION:** Unlimited

**NO. OF VACANCIES:** One (1)

**AGENCY:** Child and Family Services Agency (CFSA), Office of Deputy Director for Program Operations (ODPO), Contracted Programs Administration (CPA)

**DURATION OF APPOINTMENT:** | ☒ | **Permanent** | | ☐ | **Term (13 months to 4 years) NTE:** \_\_\_\_\_  
| | **Temporary (Up to 1 year, Not-to-Exceed)** \_\_\_\_\_

| ☒ | **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

| | **This position IS NOT in a collective bargaining unit.**

**RESIDENCY PREFERENCE AMENDMENT ACT:** An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

**BRIEF DESCRIPTION OF DUTIES:**

The incumbent is responsible for analyzing, evaluating and providing information and recommendations for enhancements to automated data processing systems and programs. Documents the sequence of actions to specific approaches and any system interrelationships; reviews and evaluates projects to ensure that they are in alignment with program goals, priorities, agency directions and standards. Consults with users to identify current operating procedures and clarify program objectives; formulates plans and outlines steps to develop programs, using structured analysis and design techniques. Provides detailed written action plans and submits analytical specifications. Test computer programs in system, acceptance, and pre-production databases. Plans and develops technology strategies, as well as designs solutions that align with agency strategic directions and standards. Monitors program performance; participates in regularly scheduled meetings to discuss business practice

The position is also responsible for conceiving, initiating, monitoring, and documenting a broad range and large amount of data to illustrate the performance of the various entities of the organization. In addition, the position is responsible for assisting the Administrator for Contracted Programs in the Strategic Planning process to implement performance-based contracting. This information is important to agency decision-makers and may require occasional briefing of high-level officials on findings and conclusions related to contractor performance.

**QUALIFICATION REQUIREMENTS:**

**One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.**

**SELECTIVE PLACEMENT FACTORS:**

**Bachelor's Degree in Information Systems, business or related field**

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of federal and local child welfare and neglect laws e.g. the Adoption and Safe Families Act, Prevention of Child Abuse and Neglect Act of 1997, Adoption and Foster Care Analysis Reporting System, and/or the National Child Abuse and Neglect Data Systems;
2. General knowledge of the child welfare programs, policies and procedures and business processes, and how those business processes are supported by an automated information system;
3. Thorough knowledge of the operating characteristics of a computer system to monitor the application of recommendations resulting from analyses; and
4. General knowledge of the structure, goals and objectives of a child welfare organization.
5. Thorough knowledge of database design, implementation and maintenance using Microsoft Office Suites.

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

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<b>MAIL TO:</b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b>WALK-INS:</b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b>TO APPLY:</b>		<b>WEBSITE:</b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b>FAX TO:</b>	<b>(202) 727-5750</b>	<b>TELEPHONE:</b>	<b>(202) 724-7373</b>
<b>EMAIL TO:</b>	<b><a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a></b>		

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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